

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No.: 05-07	Effective Date: 10/15/04	Revision Date: 11/15/04
Subject: Facility Access		

**I. Policy Statement**

Access to JJS facilities and programs shall be restricted to JJS Division staff, allied agencies, and persons with direct responsibility for services. The general public shall only have access to JJS facilities with prior approval from the program or facility director, or if they are accessing JJS services.

**II. Rationale**

The purpose of this policy is to ensure the security of the facility is maintained and that confidentiality of our clients is not breached.

**III. Definitions**

- A. "Allied agencies" are community partners and providers that contract with the Division or provide services for the juveniles in our care.
- B. "Legal guardians" are parents or persons legally responsible for the care and management of the minor juveniles and residents.
- C. The "general public" is any person who has no direct connection with or responsibility to the Division or the Division's clients.

**IV. Procedures**

- A. Division staff shall document all visits to the facility. Documentation shall include name of visitor, date, the time of entry and the time visitor(s) left. All visitors entering Division facilities and programs shall be required to sign in and out.
- B. Division staff shall meet visitors in the designated reception area and escort them to where they will meet with the juvenile.
- C. Division staff shall not allow unauthorized visitors to enter a secure area without prior approval from the program or facility director.
  - 1. Approval for access to the secure area of the facility shall be limited to individuals and groups who provide a specific service to the Division and its clients.
  - 2. Division employee's family or friends, who are visiting an employee, shall remain in the reception area and be met by the employee in this area. Division employee's family and friends shall not be allowed access to the

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secure area of the facility with prior approval of the program or facility director.

3. Division staff shall deny access to persons who do not have legitimate business at the facility.
  
- D. Known felons shall not have access to any JJS facilities or programs. Exceptions may be made for volunteers who have met the security and clearance requirements of Policy 01-03, Volunteers & Donations, only interact with a group of juveniles and are directly supervised by JJS staff when interacting with juveniles. Exceptions have to be approved in writing by the program or facility director.
  
- E. Individuals and groups may be allowed tours with prior approval from the program or facility director.
  
- F. Division staff shall prohibit visitors from using facility equipment or being involved in any facility programming, unless otherwise approved by the program or facility director.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This Policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Eldon Money, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date